Saskatchewan
Education

Mechanical and Automotive 10, A20, B20, A30, B30 An Initial List of Implementation Materials

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Mechanical and Automotive 10, A20, B20, A30, B30 An Initial List of Implementation Materials

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Foreword

This list of resources is a multi-resource listing of materials that have been evaluated by Saskatchewan educators and are considered appropriate for support of the *Mechanical and Automotive 10, A20, B20, A30, B30 Curriculum Guide*. The purpose of this listing is to provide teachers with suggested starting points for building a collection of suitable instructional materials.

These titles are offered only as suggestions; teachers are encouraged to investigate other applicable resources and to select additional suitable materials.

Resource-based Learning

The items listed are intended to promote the philosophy of resource-based learning, in which the students gain knowledge and understandings through a variety of resources and instructional approaches. This multi-resource approach provides students with opportunities to interact with a wide range of current materials to suit varied learning styles.

Teachers are reminded that resource-based courses of study can be enhanced through the use of additional materials such as the following:

- newspapers and magazines
- pamphlets, brochures, television and radio programming
- environmental print, such as posters
- Internet sites
- public library collections.

It is important that human resources be accessed as well. Every community has capable people who can enrich educational experiences.

Background Review: Selection Policy and Criteria for Selection

This list provides suggestions for resources; however, it remains the responsibility of classroom teachers, in consultation with teacher-librarians, to preview and select materials. Selection should be based on the objectives and philosophy of the curriculum, students' interests and abilities, students' prior knowledge and experience and the interests or needs of the community.

As well, material should be considered in terms of the following characteristics:

- literary quality
- cultural relevance and accuracy
- country of origin
- equity regarding gender, abilities, age and race
- accuracy
- ease of reading
- relevance to current issues
- adaptability.

Each school division is responsible for developing its own materials selection policy in order to address the particular needs of students and teachers in that division. Materials should be chosen in accordance with the school division's materials selection policy. Several publications available from the Learning Resources Distribution Centre provide further assistance in the selection process. These include:

Diverse Voices: Selecting Equitable Resources for Indian and Métis Education, 1992 - suggests strategies for recognizing and dealing with bias in resources.

Indian and Métis Education Policy From Kindergarten to Grade XII, 1995 - provides rationale and guidelines for integrating Indian and Métis materials into curricula.

Learning Resource Centres in Saskatchewan: A Guide for Development, 1988 - provides guidance for developing a selection policy and suggests criteria for selection.

Multicultural Education and Heritage Language Education Policies, 1994 - provides rationale for integrating multicultural materials into curricula.

Selecting Fair and Equitable Materials, 1991 - suggests strategies useful for recognition of bias and stereotypes.

Analyzing Present Resources

This list should be cross-referenced with the school resource centre catalogue in order to identify suitable resources already present in the school library collection.

The Media Index and the Index of Suggested Uses are useful checklists for identifying resources already present in the school library collection. Teachers may use these indexes to ensure a balance of print and non-print resources within each module. Materials in the present collection should be assessed based on the needs of the course, the community, the students and teachers.

Resource needs not met by the present collection could be identified by the teachers and teacher-librarian working together. Some materials may be useful for several grade levels. Teachers are encouraged to coordinate materials selection at the school or school division level.

Previewing Resources

Teachers and teacher-librarians are urged to preview materials carefully before suggesting them for classroom use, and are advised to refer to their school division's selection policy for guidance in making choices about materials.

If schools have not been able to preview the materials prior to purchase, it is advisable to order only one copy to review before placing orders for multiple copies. Return policies vary from company to company, but if inappropriate materials have to be returned, they must be in saleable condition. The Learning Resources Distribution Centre will allow most materials to be returned.

Purchasing Resources

Schools interested in purchasing resources (except videos) from this list should contact the **Learning Resources Distribution Centre (LRDC)** or order them from the distributors cited in the distributor directory.

Resources that the LRDC has in stock have been given an order number **(Order no.)** rather than an ISBN. Other items can be special ordered through the LRDC. Orders to the LRDC can be placed by phone (306) 787-5987, fax 1-800-668-9747, or online at:

http://lrdc.sasked.gov.sk.ca.

Prices quoted are subject to change and do not include taxes, but will serve as a guide to approximate costs. LRDC prices include shipping and handling fees.

Videos

Videos listed are often available from Media Group **(MGR)**. These videos are high quality programs that can be acquired at a nominal cost. For further information please consult the Educational Video Duplication Service catalogue available from Media Group. Schools are responsible for postage, a duplication charge of $1.00 per title, blank tapes and applicable taxes. Blank tapes may be supplied by the school or purchased from Media Group. Please refer to the distributor directory for the addresses, fax and telephone numbers. Media Group provides on-line services at:

http://videodb.mg.sk.ca/index.html

Internet Sites

Saskatchewan Education is providing a forum through its homepage on the World Wide Web for teachers to share educationally appropriate Internet sites. If teachers wish to suggest new Internet sites or evaluate websites that have been suggested by other teachers, they may do so at:

http://www.sasked.gov.sk.ca/cgi-bin/urldb/urlreview

Information on sites that are highly recommended will be shared with teachers. Saskatchewan Education will list the sites recommended for curriculum support at:

http://www.sasked.gov.sk.ca/cgi-bin/urldb/urlsearch

Saskatchewan Education also provides links to other provincial and territorial education websites at:

http://www.sasked.gov.sk.ca/curr_inst/ltech/links.html

The discussion area for Practical and Applied Arts can be found at:

http://www.sasked.gov.sk.ca/cgi-bin/forum/wwwboard.cgi

Examples of Appropriate Internet Sites

The following Internet sites provide a very brief overview of what is available. These sites have been evaluated and are recommended for use in schools. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it.

If you are unsure about the reliability of the information found at a website, compare the author's claims and evidence with other sources with which you are familiar. When in doubt, choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

Authentic Workplace Materials
http://www15.hrdc-drhc.gc.ca/awm/default.asp

Autobody Repair Magazine
http://www.abrn.com/

AutoDigest
http://www.autodigest.com/

Automotive Learning On-Line
http://www.innerauto.com/default.htm

Automotive Maintenance and Repair
http://www.autosite.com/garage/garmenu.asp

Automobile Magazine
http://www.automobilemag.com/

Autoshop Online: Your First Stop for Answers on Automotive Repair, Maintenance and Operation
http://www.autoshop-online.com/

AutoSite
http://www.autosite.com/garage/symptoms/trblsht.asp

The Better Business Bureau: Tips on Car Repair
http://www.bbb.org/library/autorepair0999.asp

Car and Driver
http://www.caranddriver.com/

Essential Skills: Skills for Life Learning and Work
http://www15.hrdc-drhc.gc.ca/english/es.asp

GreenLink: Helping Automotive Professionals Save Time Time and Protect the Environment
http://www.ccar-greenlink.org/

Motor
http://www.motor.com/

Motor Trend Online
http://www.motortrend.com/

Motorage
http://www.motorage.com/

Popular Mechanics
http://popularmechanics.com/

Saskatchewan Labour
http://www.labour.gov.sk.ca/

Saskatchewan Labour - Health and Safety Video Catalogue
http://www.labour.gov.sk.ca/safety/video/

Small Engines
http://www2.briggsandstratton.com/MainSite.asp?rsvp=0&LRID=1&MSCSSID=1234

World of Wheels
http://autonet.ca/WoW/

Virus Alert

When downloading files and applications, Internet users should be aware of the danger of viruses. Downloaded files and applications should always be scanned using an anti-virus utility. It is also advisable to purchase updates to the anti-virus utility regularly. These updates identify the new viruses as well as the old.

How to Use the Initial List

Titles and Descriptions

An example of a citation for video is:

Title ↓ | Media Designation ↓ | Series ↓ | Producer ↓

Portable Extinguishers (Video). (The Essentials of Fire Fighting Series). Action Training Systems (ATR), 1993. 18 min. Order no. VE107 ($135.00 U.S.).

↑ Distributor | ↑ Date | ↑ Collation | ↑ Order Number

Annotation ↓

This program presents the different types of fire extinguishers and how to use them correctly. It examines the rating system for extinguishers, shows the operating instructions for portable extinguishers, describes the types and use of hand-held extinguishers and demonstrates inspection techniques.
Suggested Use: Safety

The abbreviation **hdc.** denotes hardcover edition; **pbk.** denotes paperback edition.

ISBN denotes the International Standard Book Number, usually the order number.

Dup. is an abbreviation indicating that a video is available for duplication from Media Group.

(CAN) indicates that the resource includes Canadian content.

Suggested Use provides suggestions for the module(s) that the resource best supports.

Other Use indicates the other subject area(s) and level(s) that the resource has previously been recommended for in Saskatchewan Education bibliographies.

(LRDC) indicates that the resource is stocked by the LRDC and can be ordered directly from them, using the order number given. Please note that the LRDC will special order all other materials listed in the bibliography, except videos.

Distributor Directory

The abbreviations enclosed in parentheses following the publisher or producer represent the distributor. The full names, addresses, fax and phone numbers of these companies are given in this section. Please note that some distributors provide toll free phone and/or fax numbers.

Index of Suggested Uses

Titles are listed alphabetically according to the module(s) that they best support.

Media Index

Titles are listed alphabetically under each media designation.

Titles and Descriptions

America Brakes for Safety (Video). ABS Education Alliance **(MGR)**, 1998. 7 min. Dup. order no. V503. Teacher's Guide - Order no. G503 ($24.00 loose-leaf).

The keys to proper use of the America Brakes for Safety (ABS) technology are to recognize how the vehicle is equipped, to recognize when ABS is functioning and to perform techniques of firm braking and limited steering. Knowing these key factors and elements will allow the driver to take full advantage of this braking technology. ABS technology does not affect the normal operation of the conventional braking system in any manner. The vehicle's brakes will feel and operate like a conventional system until any impending wheel lock occurs to activate the ABS system.
Suggested Use: Brake Systems

Auto Electricity and Electronics Technology (Print-Non-Fiction). Duffy, James E. Goodheart-Willcox Publisher **(LRDC)**, 1995. 527 p. Order no. 9156 ($68.95 pbk.).

This book provides comprehensive coverage of the topics relating to auto electricity and electronics. The first section reviews electricity and electronics fundamentals. Section II explains the construction and operation of major electrical-electronic systems. Section III summarizes how to diagnose, test and repair systems. The numerous drawings, charts and black-and-white photographs will help students understand the technical subject matter. Each chapter includes learning objectives, a summary, a vocabulary list and review questions. This book contains a table of contents and an index-glossary reference.
Suggested Use: Automotive Technology; Charging and Starting Systems; Electrical Systems; Fuel Systems; Service and Maintenance

Auto Engines Technology: Principles, Diagnosis, and Service of Engines and Related Systems (Print-Non-Fiction). Duffy, James E. Goodheart-Willcox Publisher (GDS), 1997. 575 p. ISBN 1-56637-363-8 ($74.00 hdc.).

Auto Engines Technology will help students learn how to diagnose and repair all makes and models of gasoline and diesel engines. Topics covered include engine fundamentals, construction and design, systems, diagnosis and overhaul. The abundant use of photographs, charts and diagrams makes this a practical resource for teachers and students. This book includes a table of contents and an index.
Suggested Use: Career Opportunities; Safety; Small Engines; Tools and Equipment

Auto Fundamentals: How and Why of the Design, Construction, and Operation of Automobiles: Applicable to All Makes and Models (Print-Non-Fiction). Stockel, Martin T., Stockel, Martin W. and Johanson, Chris. Goodheart-Willcox Publisher **(LRDC)**, 2000. 607 p. Order no. 2376 ($71.50 hdc.). Instructor's Manual - Order no. 2377 ($71.50 pbk.). Workbook - Order no. 2378 ($21.90 pbk.).

This comprehensive text provides information on the design, construction and operation of all major automotive systems. Each system is explained with basic theory and then parts are added until the system is complete. This text uses hundreds of colour-coded illustrations that enhance and reinforce the concepts. Each of the short chapters is easy to follow with stated goals, a summary, a review of key terms and review questions. The text contains a table of contents, a glossary and an index.

The workbook provides activities and reviews material that supplement the principles covered in the text.

The instructor's manual includes ideas for course organization and teaching tips.
Suggested Use: Career Opportunities; General; Survey Course - Secondary Level

Auto Repair for Dummies (Print-Non-Fiction). Sclar, Deanna. IDG Books Worldwide, Inc. **(LRDC)**, 1999. 567 p. Order no. 2308 ($27.95 pbk.).

As the title indicates, this resource is written and illustrated with a tongue-in-cheek approach. The information, however, is excellent for the beginning student and those at the middle years level. The book does not go into the details of repair that may be needed in a pure course, but it does handle the general categories in an easy-to-follow format appropriate to the survey courses. The drawings that illustrate each area are very useful in helping students understand the various aspects of auto repair. An index and a glossary are included.
Suggested Use: General; Survey Course - Middle Level; Survey Course - Secondary Level

Auto Service & Repair: Servicing, Troubleshooting, and Repairing Modern Automobiles: Applicable to All Makes and Models (Print-Non-Fiction). Stockel, Martin W., Stockel, Martin T. and Johanson, Chris. Goodheart-Willcox Publisher **(LRDC)**, 1996. 1055 p. Order no. 8113 ($90.65 hdc.). Instructor's Manual - Order no. 9160 ($90.70 pbk.). Workbook - Order no. 9161 ($23.05 pbk.).

Intended for beginners, this comprehensive resource provides students with a good foundation in the fundamentals of auto service and repair. It describes how to service, troubleshoot and repair modern automobiles. This resource includes an abundance of photographs and detailed, clearly labelled diagrams. Included in the text are a detailed table of contents, a dictionary of automotive terms and an index.

The instructor's manual provides chapter-by-chapter support for the text.

The student workbook contains in-text activities as well as in-shop activities.
Suggested Use: Career Opportunities; General
Other Use: Autobody

Automotive (Video). (Career Options for Women Series). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Dup. order no. V6843. Teacher's Guide for series - Order no. G6843 ($8.25 loose-leaf).

(CAN) *Career Options* is a series of 13 half-hour programs about women working in jobs traditionally done by men, mostly in trades and technology. Each program features three women who provide insight into a wide range of leading edge careers not typically considered by females.

This program spotlights the automotive industry. It features an autobody technician, a gas mechanic and a truck driver. From crafting metal and tuning engines, to big rig cruising, these women make a good living and enjoy their work.

Supporting print is available from Media Group.
Suggested Use: Career Opportunities

Automotive Encyclopedia: Fundamental Principles, Operation, Construction, Service, and Repair. 1995 ed. (Print-Non-Fiction). Toboldt, William K., Johnson, Larry and Gauthier, W. Scott. Goodheart-Willcox Publisher **(LRDC)**, 1995. 782 p. Order no. 7996 ($82.75 hdc.).

This is a comprehensive book of automotive fundamentals. It explores the sciences involved in vehicle operation: electricity and electronics, computers, hydraulics, pneumatics, internal combustion, power transmission, steering and suspension geometry. It also covers vehicle design, operation, troubleshooting, service and repair. The well-labelled drawings, photographs and charts make this a useful resource. Both males and females are depicted in the work setting. This book includes a table of contents, a glossary and an index.
Suggested Use: Career Opportunities; General

Automotive Excellence: Volumes 1 and 2 (Print-Non-Fiction). Glencoe/McGraw Hill **(LRDC)**, 2000. 588 p. Order numbers follow.

Volume 1	Order no. 71	($88.80 hdc.)
Volume 2	Order no. 75	($81.05 hdc.).

The two-volume format, organization by area of repair and the easy-to-read text all serve to make this an excellent general reference for automotive repair. Volume One examines safety, brakes, electrical systems, engine performance and suspension while Volume Two looks at engine repair, heating and cooling, and transmissions. The expanded table of contents, colour-coded pages and unique numbering system allow easy access to the information. The use of career focus activities, chapter objectives, knowledge checks and reviews add to this volume's effectiveness. The books are well illustrated with photographs, drawings, charts and graphs. An index and a glossary are included.
Suggested Use: General, Survey Course - Secondary Level

Automotive Mechanics. 10th ed. (Print-Non-Fiction). Anglin, Donald L. and Crouse, William H. Glencoe/McGraw Hill **(LRDC)**, 1993. 820 p. Order no. 7975 ($87.05 hdc.).

This excellent resource covers the latest developments in automotive design, construction, operation, diagnosis and repair. The short, well-formatted chapters include stated objectives, related vocabulary words and review questions. The resource includes hundreds of clearly labelled 3-D diagrams, along with many black-and-white photographs. Safety tips are addressed throughout this comprehensive book. Included are a table of contents, a glossary and an index.
Suggested Use: Survey Course - Secondary Level; General

Automotive Technology: A Systems Approach. 3rd ed. (Print-Non-Fiction). Erjavec, Jack and Scharff, Robert. Delmar Publications **(LRDC)**, 2000. 1343 p. Order no. 9162 ($76.00 hdc.).

This is a comprehensive guide to the service and repair of modern automobiles. Each of the nine sections focuses on a specific automotive system. The chapters in each section describe the various subsystems and individual components. This updated edition reflects the changes in the automotive industry (e.g., antilock brake systems, use of electronic controls and air bags). Useful features of the text include photo sequences, a colour insert, case studies, key terms and care tips for the customer. Numerous black-and-white photographs and well-labelled drawings enhance the text. This book includes a table of contents, a glossary and an index.
Suggested Use: General

Blueprint for Life/Work Designs. Rev. ed. (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration, and life/work building. Indicators, which describe more specific outcomes in terms of knowledge, skills and attitudes, are also provided. The *Blueprint* provides a theoretical framework for the work study and career modules in all Practical and Applied Arts courses. In addition to the complete package there is *Blueprint for Life/Work Designs: The Quick Reference Guide.* This document can also be downloaded from **http://www.lifework.ca/blue_2000/pr_blue_draft.htm.**
Suggested Use: Career Opportunities; Work Study; Teacher Reference

Career Options for Women Series (Video). Please refer to the title: *Automotive.*

Computer Systems Series (Video). Meridian Education (MCI), 1999. Order numbers follow.

Recommended titles in this series include:

Automotive Computer System Operation (33 min.)	Order no. 700246 ($139.00)
Automotive Computer System Service (28 min.)	Order no. 700247 ($139.00)
Computer On-Board Diagnosis (18 min.)	Order no. 700244 ($139.00)
Scanning Automotive Computer Problems (39 min.)	Order no. 700245 ($139.00)
Complete Series (set of 4 videos)	No order number is required. ($499.00).

These four videos provide a good overview of the importance of computer systems in today's cars. Computer generated art work is used to help explain the concepts being discussed. The capabilities of the systems are demonstrated as the systems are used to detect many problems–from misfiring cylinders and bad injectors to wiring problems.
Suggested Use: Service and Maintenance

Diesel Mechanics. 4th ed. (Print-Non-Fiction). Schulz, Erich J. and Evridge, Ben L. Glencoe/McGraw Hill (MHR), 1999. 608 p. ISBN 0-02-803462-7 ($102.95 pbk.). Workbook - ISBN 0-02-803463-5 ($43.95 pbk.).

Using a hands-on approach, this resource provides a good overview of diesel mechanics. Diagnosis, repair and maintenance are all covered in this well-illustrated resource. Each chapter begins with objectives and finishes with a chapter review. The use of an expanded table of contents assists in locating the relevant information easily. An index and a glossary are included.
Suggested Use: General

Diesel Technology: Fundamentals, Service, Repair (Print-Non-Fiction). Norman, Andrew, Corinchock, John "Drew" and Scharff, Robert. Goodheart-Willcox Publisher (GDS), 1998. 672 p. ISBN 1-56637-014-0 ($77.50 hdc.).

Designed as a comprehensive text in the field of diesel technology, this resource is ideal for the beginning student. An introduction to the principles of diesel operation is given, as are sections on safety and proper tools. The bulk of the book looks at the "construction, operation, service and repair of diesel engines." The latest information is given about control computers, fuel management and emissions control systems. The expanded table of contents, excellent photographs and drawings, objectives and review questions all serve to make the resource very student friendly. An index and a glossary are included.
Suggested Use: General; Teacher Reference

Essential Skills / Compétences Essentielles: Skills for Life, Learning and Work (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. A student can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill, it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that take place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.
Suggested Use: Career Opportunities; Work Study; Teacher Reference

The Essentials of Fire Fighting Series (Video). Please refer to the title: *Portable Extinguishers.*

Eye Protection: The Humorous Approach (Video). Programme Safety (PSA), 1992. 14 min. No order number is required. ($185.00).

While humour and eye injuries certainly do not go together, this video takes a different approach in getting across the seriousness of the issue. What may appear as obvious safety precautions, are often overlooked. The video takes a detailed look at how injuries to the eye occur in several industrial situations. Techniques that are needed to avoid these accidents are discussed, as are procedures to follow if an eye accident occurs.
Suggested Use: Safety
Other Use: Autobody; Construction; Welding

Guide for New Workers (Print-Non-Fiction). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($Free spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in the Practical and Applied Arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job, and unions. As part of the *Ready For Work* series of resources, this book focuses on helping new workers make a successful transition to work.
Suggested Use: Career Opportunities; Work Study

Heating and Air Conditioning Series (Video). Meridian Education (MCI), 1999. 39 min. Order numbers follow.

Recommended titles in this series include:

Heating and Air Conditioning Diagnosis	Order no. 700248	($139.00)
Heating and Air Conditioning Operation	Order no. 700049	($139.00)
Complete Series (Set of 2 videos)	No order number is required.	($259.00).

Basic facts and procedures about automotive air conditioning and heating systems are covered in these videos. Live action video and computer graphics are used to demonstrate how to inspect, troubleshoot and analyze symptoms and problems.
Suggested Use: Service and Maintenance

Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels (Print-Non-Fiction). SIAST Woodland Campus (SIW), 1998. No order number is required. (binder).

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly laid-out with objectives, resources and step-by-step directions. Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
Suggested Use: Work Study; Survey Course - Middle Level; Survey Course - Secondary Level

High School to Apprenticeship: A Link to the Future 2001: Handbook for High School Administrators and Guidance Counsellors (Print-Non-Fiction). Sask. Apprenticeship & Trade Certification Unit (SATC), 2001. 79 p. No order number is required. ($Free pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students that are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.
Suggested Use: Career Opportunities; Work Study
Other Use: Autobody; Commercial Cooking; Cosmetology; Food Studies; Tourism, Hospitality, and Entrepreneurship; Welding

Hillier's Fundamentals of Automotive Electronics. 2nd ed. (Print-Non-Fiction). Hillier, V. A. W. Stanley Thornes Publishers (BHU), 1996. 408 p. ISBN 0-7487-2695-0 ($49.95 pbk.).

As the automotive industry moves rapidly towards replacing more and more mechanical devices with electronic components, it has become even more important for students to understand electronic vehicle control systems. Divided into two parts, the book looks at principles and applications. In the principles section, the text looks at semiconductors, transistors, sensors and actuators. The applications section looks at areas such as vehicle circuits, engine fuelling, instrumentation, heating and cooling, wheel control and entertainment systems. Drawings, photographs and charts help to illustrate the areas being discussed. An index is included.
Suggested Use: Electrical Systems

How to Avoid Getting Hurt (Video). (Job Smart 2 Series). James Stanfield Co. Inc. (JSPC), 1998. 60 min. Order no. 1061.6 ($149.00 U.S.).

Through a humourous presentation, students learn that being safe on the job is more than doing their work. Scenarios show the incorrect procedure followed by the correct procedure in 12 situations including use of ladders, proper lifting techniques, protective attire and more. Teachers are given the opportunity to stop the tape and discuss each of the situations presented.
Suggested Use: Safety

Job Smart 2 Series (Video). Please refer to the title: *How to Avoid Getting Hurt.*

Jobs With a Future: Careers in the Automotive Industry (Kit). Automotive Parts Manufacturers' Association (APMA), 1999. No order number is required. ($Free kit).

(CAN) Included in this kit are a CD-ROM, a video and supporting print material.

The short video uses music video techniques to appeal to high school students as they think about what path to follow for their careers. The examples that are used in the video are from the automotive industry, but the principles of how to choose a career path are universal in application. This is an excellent video that will generate much discussion around choosing a career path.

The CD-ROM, *Making It*, allows students to examine various automotive careers in depth.
Suggested Use: Career Opportunities

Manual Transmissions and Transaxles. 2nd ed. (Print-Non-Fiction). Erjavec, Jack. (Today's Technician Series). Delmar Publications (NEL), 1997. Classroom/Shop Manual - ISBN 0-8273-7676-6 ($77.00 set).

Intended for beginners, these clearly written manuals provide students with a good foundation in the fundamentals of manual transmissions and transaxles. The chapters provide information on safety, drive train theory, clutches, front drive axles, drive shafts and more. In this second edition, a new chapter has been added on driveline-related electrical systems. The side margins include definitions, tools lists and common trade jargon. The excellent diagrams and black-and-white photographs make these useful resources for teachers and students. The two manuals are designed to be used together with corresponding chapters and content.

Both resources include a table of contents, a glossary and an index.
Suggested Use: Clutch, Manual Transmissions, and Transfer Case; Drivelines and Differentials; Electrical Systems; Service and Maintenance; Tools and Equipment

Modern Automotive Technology (Print-Non-Fiction). Duffy, James E. Goodheart-Willcox Publisher **(LRDC)**, 2000. 1566 p. Order no. 1968 ($91.45 hdc.).

This complete resource provides easy-to-understand, up-to-date information on the construction, operation, diagnosis, service and repair of late-model automobiles and light trucks. Organized using a building block approach, it begins with the fundamental principles of systems operation and then progresses to complex diagnostic service procedures. Each of the 79 chapters begins with a list of learning objectives. The chapters conclude with a summary, a list of terms, review questions and activities that emphasize math and communication skills. Special colour-coded notices, along with hundreds of coloured diagrams and photographs are used throughout the text. This excellent resource includes a table of contents, a glossary and an index.

Schools not using the articulation route would also find this book useful as a teacher reference for use with the survey approach.
Suggested Use: Career Opportunities; General; Survey Course - Secondary Level; Teacher Reference

Motor Automotive Technology. 3rd ed. (Print-Non-Fiction). Schwaller, Anthony E. Delmar Publications **(LRDC)**, 1999. 1056 p. Order no. 9163 ($75.50 hdc.). Instructor's Guide - Order no. 9164 ($38.25 pbk.). Motor Reference Guide - Order no. 9165 ($33.05 pbk.).

Motor Automotive Technology is a basic resource designed to help students attain the necessary understanding of automotive principles. The following essential information is explained for each automotive system: scientific principles, theory of operation, safety considerations, diagnosis, troubleshooting and repair. The content is divided into eight sections and 55 chapters. Each chapter contains a number of useful learning aids (e.g., objectives, safety checklist, automotive linkages to other areas of study and car clinics). Black-and-white photographs and diagrams are used throughout this comprehensive resource. The text includes a table of contents, a glossary and an index. A colour insert of 125 parts is included.

The instructor's guide contains answers for review questions in the text and over 60 transparency masters.
Suggested Use: Career Opportunities; General; Survey Course - Secondary Level

Outboard Engines: Maintenance, Troubleshooting, and Repair (Print-Non-Fiction). Sherman, Edwin R. McGraw-Hill Ryerson Limited **(LRDC)**, 1997. 132 p. Order no. 2123 ($34.60 hdc.).

This resource is intended to fill the gap between owners' manuals and professional shop manuals. Students will be able to gain a good understanding of the basic principles and techniques for two- and four-stroke engines. The emphases are on maintenance and troubleshooting. The clear concise text, excellent photographs, additional drawings and the expanded table of contents all serve to make the resource very user friendly. In areas where outboard motors are used in the small engines module, this resource will prove to be very useful. An index is included.
Suggested Use: Small Engines; Survey Course - Middle Level; Survey Course - Secondary Level

Portable Extinguishers (Video). (The Essentials of Fire Fighting Series). Action Training Systems (ATR), 1993. 18 min. Order no. VE107 ($135.00 U.S.).

This program presents the different types of fire extinguishers and how to use them correctly. It examines the rating system for extinguishers, shows the operating instructions for portable extinguishers, describes the types and use of hand-held extinguishers and demonstrates inspection techniques.

Suggested Use: Safety
Other Use: Welding

Practical Problems in Mathematics for Automotive Technicians. 5th ed. (Print-Non-Fiction). Sformo, Todd and Sformo, Larry. Delmar Publications (NEL). 1997. 231 p. ISBN 0-8273-7944-7 ($24.00 pbk.).

If teachers have run into the problem of students not knowing the basic math needed to do automotive work, this resource could help. Set up in a workbook fashion, mathematical areas such as fractions, whole numbers, percentage, measurement and formulas are discussed in terms of automotive examples. Drawings and tables help to illustrate the question and problem being addressed. This would be an ideal resource to use as a supplement to, or change from, the automotive work.
Suggested Use: General; Survey Course - Middle Level; Survey Course - Secondary Level

Ready for Work (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($Free).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept behind the package is that young people need more that a job to be *Ready for Work.* They need to know their rights and responsibilities and they need to know about health and safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers, and rights and responsibilities. Accessing Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca will provide more information about other support material that goes with the package, including videos and a CD-ROM. The entire *Ready for Work* binder is available through an STF Ready For Work workshop. Individual components can be requested through Saskatchewan Labour.
Suggested Use: Safety; Work Study

Repair Manual for Intek V-Twin Cylinder OHV Engines (Print-Non-Fiction). Briggs & Stratton Canada Inc. (BST), 1998. 112 p. *Order no. 273521 ($12.78 pbk.).*

(CAN) If this type of engine is part of the small engine repair module, the Briggs & Stratton guide will be an ideal resource to use. Using step-by-step instructions and concise text, the book covers everything from how to change the oil to complete engine disassembly and assembly. Precise line drawings accompany each stage of the repair being discussed. There is also a section on safety and tools.
Suggested Use: Small Engines

Safety Care Series (Video). Safetycare Inc. (SCI), n.d. No order number is required.

Recommended titles in this series include:

Eye Safety (1989, 10 min.)	($180.00)
Foot Safety (1990, 13 min.)	($180.00)
Hand Safety (1989, 13 min.)	($180.00)
Safety Awareness (1992, 20 min.)	($180.00).

In the *Safety Awareness* video a general discussion of safety in the office and in the factory is explained and illustrated. The video raises awareness about the importance of safety and the proper procedures to follow in order to achieve a safe work environment.

Each of the other three videos takes a more specialized look at the hazards that exist for the eye, hand and foot. In addition to discussing the hazards that can result in injuries, each of the videos also discusses the control measures necessary to reduce these injuries. Although they have been produced for use by companies, they are still of value in the classroom situation.
Suggested Use: Safety
Other Use: Autobody; Commercial Cooking; Construction; Welding

Safety First: Auto Shop Safety (Video). (Safety First Series). Cambridge Educational (MCI), 1995. 45 min. Order no. 010098-61 ($119.00).

This program begins by covering the general aspects of safety for any shop. Those aspects include proper clothing, eye and ear

protection and attitudes. In terms of auto shop safety, the program concentrates on the use of hydraulic jacks, recharging and disposing of batteries, cleaning oil spills and fire prevention. In addition, there is a step-by-step look at how best to pull a car into a shop.
Suggested Use: Safety

Safety First Series (Video). Please refer to the title: *Safety First: Auto Shop Safety.*

Single Cylinder "L" Head Repair Manual (Print-Non-Fiction). Briggs & Stratton Canada Inc. (BST), 1999. 328 p. Order no. 270962 ($23.05 pbk.).

(CAN) This repair manual is an excellent choice for classes that are working on these types of small engines from Briggs & Stratton. The repair process for ignition systems, carburetors, governors, starters, crankshafts and other areas is covered in great detail. The use of many drawings and tables helps the student understand each step of the repair process.
Suggested Use: Small Engines

Small Engine Technology. 2nd ed. (Print-Non-Fiction). Schuster, William A. Delmar Publications (NEL), 1998. 421 p. ISBN 0-8273-7699-5 ($54.00 hdc.). ISBN 0-8273-7778-9 ($46.50 pbk.).

This resource provides an in-depth look at small air-cooled engine technology. The most common engines are included in the book with emphasis on the teardown and assembly of the small Briggs & Stratton 3.5 horsepower engine. Each chapter contains many black-and-white photographs and diagrams. This resource includes a table of contents, a glossary and an expanded index.
Suggested Use: Small Engines; Survey Course - Middle Level; Survey Course - Secondary Level

Small Engines (Print-Non-Fiction). Radcliff, R. Bruce. American Technical Pubs., Inc. **(LRDC)**, 1997. 318 p. Order no. 15505 ($71.70 hdc.).

This is an excellent resource for information on the understanding and repair of the various systems in a small engine. Following a general introduction to small engines, the rest of the text looks at systems such as compression, fuel, governor, cooling and troubleshooting. While it is fairly specific to Briggs & Stratton, there is enough general information that is transferable to other small engines. Colour photographs, drawings, tables and several appendixes add to the usefulness of the book. An index and a glossary are included.
Suggested Use: Small Engines; Survey Course - Middle Level; Survey Course - Secondary Level

Small Gas Engine Series (Video). Meridian Education (MCI), 1995. Order numbers follow.

Recommended titles in this series include:

Small Gas Engine: Construction & Operation	Order no. 700015	($99.00)
Small Gas Engine: Troubleshooting, Tune-up	Order no. 700016	($99.00)
Small Gas Engine: Disassembly	Order no. 700017	($99.00)
Small Gas Engine: Inspection, Measurement & Cleaning	Order no. 700018	($99.00)
Small Gas Engine: Reassembly	Order no. 700019	($99.00)
Small Gas Engine Series (set of 5 videos)	No order number is required.	($449.00).

Each video in this five-part series takes a detailed and step-by-step look at the operation, tune up, disassembly, cleaning and reassembly of two- and four-stroke engines. A narrator discusses the key areas that are illustrated by a combination of live action and computer graphics. This is a good teaching tool to use with the small engines module.
Suggested Use: Small Engines

Small Gas Engines: Fundamentals, Service, Troubleshooting, Repair, Applications (Print-Non-Fiction). Roth, Alfred C. Goodheart-Willcox Publisher **(LRDC)**, 2000. 512 p. Order no. 2007 ($69.60 hdc.).

Small Gas Engines provides practical information about small gas engine theory, construction, operation, lubrication, service, maintenance, rebuilding and repair. Detailed information is provided on one-, two- and three-cylinder; two- and four-cycle gasoline engines. The use of colour-coded icons, rules and notes makes this a useful resource for students and teachers. New chapters have been added on lawn and garden tractors, snow blowers and personal watercraft. The coloured photographs and diagrams enhance the easy-to-follow text. This book includes a table of contents, a glossary and an index.
Suggested Use: Small Engines; Survey Course - Middle Level; Survey Course - Secondary Level

Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials (Print-Non-Fiction). Lew, Glenda and MacLeod, Carol D. Nelson Thompson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletter, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the documents, the essential skills that are needed in that job and a better idea on what the norms of the world of work are. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real world jobs that do not require university training. This information is also accessible through a website at http://www15.hrdc-drhc.gc.ca/awm/default.asp.
Suggested Use: Career Opportunities; Work Study; Teacher Reference

Success in the Workplace. 2nd ed. (Print-Non-Fiction). Brand, Margaret, Sparkes, Ann Olney and Neufeld, Berne J. Copp Clark Ltd. (PRN), 1996. 225 p. ISBN 0-7730-5552-5 ($28.18 pbk.). Teacher's Edition - ISBN 0-7730-5553-3 ($58.76 loose-leaf).

(CAN) This is an update of the version previously listed in the 1996 Life Transitions Bibliography. Chapters 3 through 12 have been revised to reflect changes in the workplace environment. Slight modifications have been made to Chapters 13 through 20. Chapter 4, "Enhancing Your Employability Skills and Portfolio of Employability Skills," is new to this edition. Optional Internet activities have been added to some chapters. This excellent Canadian resource includes many ideas and activities utilizing various approaches and strategies (e.g., journal writing, case studies and rating scales) to assist students in acquiring generic employability skills and achieving personal career development goals.
The teacher's edition provides lesson overviews, teaching objectives, criteria for evaluation and answers to quizzes, case studies and chapter activities. Both resources include a table of contents.
Suggested Use: Work Study
Other Use: Life Transitions 20/30

Today's Technician Series (Print-Non-Fiction). Please refer to the title: *Manual Transmissions and Transaxles.*

Understanding the Outboard Motor. 2nd ed. (Print-Non-Fiction). Stagner, Eugene W. Prentice Hall Inc. (PRN), 1999. 563 p. ISBN 0-13-861980-8 ($91.75 hdc.).

If teachers are looking for detailed and comprehensive information about outboard motors, this will be the resource to use. Virtually all areas of two- and four-stroke motors are covered in this well-illustrated text. Systems such as the powerhead, electronics, fuel, trim and tilt and ignition are all covered. There is also a good section on safety. A glossary and an index are included.
Suggested Use: Small Engines; Survey Course - Secondary Level; Teacher Reference

Working Safely in the Automotive Shop Series (Video). Bergwall Productions (MCI), 1997. Order numbers follow. ($139.00).

Recommended titles in this series include:

General Safety Practices (17 min.)
Order no. 950008 ($139.00)
Working Safely Under the Car (18 min.)
Order no. 950009 ($139.00).

Safe shop practices should be a constant concern to students. These two videos will help increase that concern and awareness. General safety practices such as proper clothing, shop organization and the safe use of tools is stressed in the first video.

The second video examines some specific safety issues such as the removal and repair of a tire and the cleaning of wheel bearings using a solvent tank.
Suggested Use: Safety

Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

Automotive Technology

Auto Electricity and Electronics Technology

Brake Systems

America Brakes for Safety

Career Opportunities

Auto Engines Technology: Principles
Auto Fundamentals: How and Why of the
Auto Service & Repair: Servicing Automotive
Automotive Encyclopedia: Fundamental
Blueprint for Life/Work Designs
Essential Skills / Compétences Essentielles
Guide for New Workers
High School to Apprenticeship: A Link
Jobs With a Future: Careers In the
Modern Automotive Technology
Motor Automotive Technology
Step Into the World of Workplace

Charging and Starting Systems

Auto Electricity and Electronics

Clutch, Manual Transmissions, and Transfer Case

Manual Transmissions and

Drivelines and Differentials

Manual Transmissions and

Electrical Systems

Auto Electricity and Electronics
Hillier's Fundamentals of Automotive
Manual Transmissions and

Fuel Systems

Auto Electricity and Electronics

General

Auto Fundamentals: How and Why of the
Auto Repair for Dummies
Auto Service & Repair: Servicing
Automotive Encyclopedia: Fundamental
Automotive Excellence: Volumes 1 and 2
Automotive Mechanics
Automotive Technology: A Systems
Diesel Mechanics
Diesel Technology: Fundamentals,
Modern Automotive Technology
Motor Automotive Technology
Practical Problems in Mathematics for

Safety

Auto Engines Technology: Principles
Eye Protection: The Humorous
How to Avoid Getting Hurt
Portable Extinguishers
Ready for Work
Safety Care Series
Safety First: Auto Shop Safety
Working Safely in the Automotive Shop

Service and Maintenance

Auto Electricity and Electronics
Computer Systems Series
Heating and Air Conditioning Series
Manual Transmissions and

Small Engines

Auto Engines Technology: Principles
Outboard Engines: Maintenance
Repair Manual for Intek V-Twin Cylinder
Single Cylinder "L" Head Repair Manual
Small Engine Technology
Small Engines
Small Gas Engine Series
Small Gas Engines: Fundamentals
Understanding the Outboard Motor

Survey Course - Middle Level

Auto Repair for Dummies
Helping Solve the Employment
Outboard Engines: Maintenance
Practical Problems in Mathematics for
Small Engine Technology
Small Engines
Small Gas Engines: Fundamentals, Service

Survey Course - Secondary Level

Auto Fundamentals: How and Why of the
Auto Repair for Dummies
Automotive Excellence: Volumes 1 and 2
Automotive Mechanics
Helping Solve the Employment
Modern Automotive Technology
Motor Automotive Technology
Outboard Engines: Maintenance
Practical Problems in Mathematics for
Small Engine Technology
Small Engines
Small Gas Engines: Fundamentals, Service
Understanding the Outboard Motor

Tools and Equipment

Auto Engines Technology: Principles
Manual Transmissions and

Work Study

Blueprint for Life/Work Designs
Essential Skills / Compétences Essentielles
Guide for New Workers
Helping Solve the Employment
High School to Apprenticeship: A Link
Ready for Work
Step Into the World of Workplace
Success in the Workplace

Teacher Reference

Blueprint for Life/Work Designs
Diesel Technology: Fundamentals, Service
Essential Skills / Compétences Essentielles
Modern Automotive Technology
Step Into the World of Workplace
Understanding the Outboard Motor

Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

CD-ROM

Essential Skills / Compétences Essentielles

Kit

Jobs With a Future: Careers in the
Ready for Work

Print-Non-Fiction

Auto Electricity and Electronics
Auto Engines Technology: Principles
Auto Fundamentals: How and Why of the
Auto Repair for Dummies
Auto Service & Repair: Servicing
Automotive Encyclopedia: Fundamental
Automotive Excellence: Volumes 1 and 2
Automotive Mechanics
Automotive Technology: A Systems
Blueprint for Life/Work Designs
Diesel Mechanics
Diesel Technology: Fundamentals,
Guide for New Workers
Helping Solve the Employment
High School to Apprenticeship: A Link
Hillier's Fundamentals of Automotive
Manual Transmissions and
Modern Automotive Technology
Motor Automotive Technology
Outboard Engines: Maintenance
Practical Problems in Mathematics for
Repair Manual for Intek V-Twin Cylinder
Single Cylinder "L" Head Repair Manual
Small Engine Technology
Small Engines
Small Gas Engines: Fundamentals, Service
Step Into the World of Workplace
Success in the Workplace
Understanding the Outboard Motor

Video

America Brakes for Safety
Automotive

Computer Systems Series
Eye Protection: The Humorous
Heating and Air Conditioning Series
How to Avoid Getting Hurt
Portable Extinguishers
Safety Care Series
Safety First: Auto Shop Safety
Small Gas Engine Series
Working Safely in the Automotive Shop

Distributor Directory

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Fax: (416) 620-9730
E-mail: mbouchard@apma.ca
NETSITE: http://www.capma.com

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13912 NE 20th Ave Suite 102
VANCOUVER WA 98686-1465
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Fax: (360) 571-3554
NETSITE: http://www.action-training.com

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NEPEAN ON K2E 7Y5
(800) 563-2468
(613) 226-8136
Fax: (613) 226-8121
E-mail: bacon@storm.ca

BST Briggs & Stratton Canada Inc.
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Scovil House
703 Brunswick St
FREDRICTON NB E3B 1H8
(800) 720-6253
(506) 457-6900
Fax: (506) 457-6910
E-mail: info@nald.ca
NETSITE: http://nald.ca

NEL Nelson Thomson Learning
1120 Birchmount Rd
SCARBOROUGH ON M1K 5G4
(800) 268-2222
(416) 752-9448
Fax: (800) 430-4445
E-mail: inquire@nelson.com
NETSITE: http://www.nelson.com

NLW The National Life/Work Centre
488 Centrale St
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(888) 533-5683
Fax: (506) 758-0353
E-mail: lifework@nbnet.nb.ca
NETSITE: http://www.lifework.ca/

PRN Pearson Education Canada
School Division
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Fax: (800) 563-9196
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Fax: (416) 447-7594
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NETSITE: http://www.firstsafety
trainingprogrammes.com

SAL Saskatchewan Labour,
Labour Standards Branch
4th Fl 1870 Albert St
REGINA SK S4P 3V7
(306) 787-3151
(877) 419-3510
Fax: (306) 787-0036
NETSITE: http://www.labour.gov.
sk.ca/

SATC Sask. Apprenticeship & Trade
Certification Unit
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NETSITE: http://www.safety
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1100 15th St E
PRINCE ALBERT SK S6V 6G1
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(306) 953-7000
NETSITE: http://www.siast.sk.ca/~
woodland/main/index.htm